

GENERAL SERVICES ADMINISTRATION



**Federal Supply Service
Authorized Federal Supply Schedule Price List for:**

MISSION ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS)

**SIN 874-4 Training Services: Instructor Led Training,
Web Based Training and Education Courses,
Course Development and Test Administration**



**ORODAY INC. dba DIGITAL CONSULTING SERVICES
2393 TELLER ROAD, SUITE 104
NEWBURY PARK, CA 91320**

**PHONE: 805-498-9344
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LARGE BUSINESS
WWW.WEBDCS.COM**

Contract Number: GS-02F-0085W
Contract period: December 28, 2014 – December 27, 2019
Pricelist Current through Modification PA-0009 dated 12/28/2014

Solicitation Number: TFTP-MC-000874-B
Service Code : R499

On-line access to contract ordering information, terms and conditions, up fss.gsa.gov -to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The Internet address GSA Advantage! is: GSAAvantage.gov.

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SECTION 1. CUSTOMER INFORMATION

1. Offered Services
 - a. Awarded SINS: 874-4
 - b. Pricing: See Pricing Table in Section 2
 - c. Labor Descriptions / Qualifications – See Labor Listing in Section 3
2. Maximum Order
 - \$1,000,000.00
3. Minimum Order
 - \$100.00
4. Geographic Scope Of Contract:
 - ☐ The Geographic Scope of Contract will be domestic and overseas delivery.
 - ☐ The Geographic Scope of Contract will be overseas delivery only.
 - ☒ The Geographic Scope of Contract will be domestic delivery only.
5. Point(s) of production (city, county, and State or foreign country)
 - United States – various locations for assigned staff
6. Discount from list prices or statement of net price.
 - All prices listed are net and shown with IFF added
7. Quantity discounts
 - N/A
8. Prompt payment terms.
 - Not applicable
- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold.
 - Accepted at or below government micro-purchase level
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.
 - Accepted above Government micro-purchase level
10. Foreign items (list items by country of origin).
 - N/A -None
- 11a. Time of delivery.
 - Per Task Order

- 11b. Expedited Delivery
- N/A
- 11c. Overnight and 2-day delivery.
- N/A
- 11d. Urgent Requirements.
- Contact Garry Noel at (805) 498-9344 e-mail gnoel@webdcs.com, or by fax (805) 498-6827.
12. F.O.B. point(s).
- Destination
- 13a. Ordering Address:
- Digital Consulting Services
2393 Teller Road, Suite 104
Newbury Park, CA 91320
Attn: GSA MOBIS Order Desk
- Or email at:
- sales@webdcs.com
- 13b. Ordering Procedures:
- For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment address(es)
- Digital Consulting Services
2393 Teller Road, Suite 104
Newbury Park, CA 91320
Attn: Accounts Payable
15. Warranty provisions
- N/A
16. Export packing charges, if applicable
- N/A
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).
- None
18. Terms and conditions of rental, maintenance, and repair (if applicable).
- N/A

19. Terms and conditions of installation (if applicable).
- N/A
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).
- N/A
- 20a. Terms and conditions for any other services (if applicable).
- N/A
21. List of service and distribution points (if applicable).
- N/A
22. List of participating dealers (if applicable).
- N/A
23. Preventive maintenance (if applicable).
- N/A
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).
- N/A
- 24b. Section 508 compliance
- Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/.
25. Data Universal Number System (DUNS) number.
- DCS DUNS is 878831981
26. Notification regarding registration in Central Contractor Registration (CCR) database.
- DCS is registered in the CCR and ORCA databases under Oroday, Inc. dba DCS.

SECTION 2. DCS PRICES FOR BASE PERIOD

Prices shown below include IFF

	Option 1 Period				
	Year 6	Year 7	Year 8	Year 9	Year 10
	12/28/14-	12/28/15-	12/28/16-	12/28/17-	12/28/18-
	12/27/15	12/27/16	12/27/17	12/27/18	12/27/19
Instructor – Level 4	\$ 239.25	\$ 247.62	\$ 256.29	\$ 265.26	\$ 274.54
Instructor – Level 3	\$ 180.59	\$ 186.91	\$ 193.45	\$ 200.22	\$ 207.23
Instructor – Level 2	\$ 159.95	\$ 165.55	\$ 171.34	\$ 177.34	\$ 183.55
Instructor – Level 1	\$ 134.10	\$ 138.79	\$ 143.65	\$ 148.68	\$ 153.88
Instructor - World Class Expert (per delivered course hour)	\$ 985.04	\$ 1,019.52	\$ 1,055.20	\$ 1,092.13	\$ 1,130.35
Instructor – Principal Expert (per delivered course hour)	\$ 788.03	\$ 815.61	\$ 844.16	\$ 873.71	\$ 904.29
Instructor – Subject Matter Expert (per delivered course hour)	\$ 656.69	\$ 679.67	\$ 703.46	\$ 728.08	\$ 753.56
Educational Researcher, Senior	\$ 103.19	\$ 106.80	\$ 110.54	\$ 114.41	\$ 118.41
Educational Researcher, Intermediate	\$ 62.96	\$ 65.16	\$ 67.44	\$ 69.80	\$ 72.24
Educational Researcher, Junior	\$ 46.91	\$ 48.55	\$ 50.25	\$ 52.01	\$ 53.83
Training Specialist, Senior	\$ 124.38	\$ 128.73	\$ 133.24	\$ 137.90	\$ 142.73
Training Specialist, Intermediate	\$ 105.73	\$ 109.43	\$ 113.26	\$ 117.22	\$ 121.32
Training Specialist, Junior	\$ 64.50	\$ 66.76	\$ 69.10	\$ 71.52	\$ 74.02
Instructional Program Manager	\$ 130.73	\$ 135.31	\$ 140.05	\$ 144.95	\$ 150.02
Educational Facility Manager	\$ 175.99	\$ 182.15	\$ 188.53	\$ 195.13	\$ 201.96
Training Subject Matter Expert, Principal	\$ 236.88	\$ 245.17	\$ 253.75	\$ 262.63	\$ 271.82
Training Subject Matter Expert, Senior	\$ 154.79	\$ 160.21	\$ 165.82	\$ 171.62	\$ 177.63
Training Subject Matter Expert, Intermediate	\$ 128.99	\$ 133.50	\$ 138.17	\$ 143.01	\$ 148.02
Technical Writer, Senior	\$ 66.07	\$ 68.38	\$ 70.77	\$ 73.25	\$ 75.81
Technical Writer, Intermediate	\$ 44.38	\$ 45.93	\$ 47.54	\$ 49.20	\$ 50.92
Technical Writer, Junior	\$ 21.93	\$ 22.70	\$ 23.49	\$ 24.31	\$ 25.16
Training Applications Analyst, Sr.	\$ 109.43	\$ 113.26	\$ 117.22	\$ 121.32	\$ 125.57
Training Applications Analyst, Junior	\$ 66.72	\$ 69.06	\$ 71.48	\$ 73.98	\$ 76.57
Public Affairs Assistant, Senior	\$ 67.04	\$ 69.39	\$ 71.82	\$ 74.33	\$ 76.93
Public Affairs Assistant, Junior	\$ 43.98	\$ 45.52	\$ 47.11	\$ 48.76	\$ 50.47
Database Analyst	\$ 80.05	\$ 82.85	\$ 85.75	\$ 88.75	\$ 91.86
Web Designer, Senior	\$ 93.21	\$ 96.47	\$ 99.85	\$ 103.34	\$ 106.96
Web Designer, Junior	\$ 64.50	\$ 66.76	\$ 69.10	\$ 71.52	\$ 74.02
Training Technician	\$ 82.02	\$ 84.89	\$ 87.86	\$ 90.94	\$ 94.12
Graphics Illustrator	\$ 76.24	\$ 78.91	\$ 81.67	\$ 84.53	\$ 87.49

SECTION 3. DCS LABOR CATEGORY DESCRIPTIONS / QUALIFICATIONS

T201 Instructor – Level 4

Manages and/or develops training courses considered to be Graduate level or highly specialized or highly complex or for which a “world renowned expert” or similar credentialed person is required. May prepare appropriate training catalogs and or develop instructor materials to include course outline, background materials, and training aids. May develop student materials to include course manuals, workbooks, handouts, completion certificates, and course critique forms. Trains personnel by conducting formal classroom courses, workshop, seminars, and/or computer based/computer aided training. Provides daily supervision and direction to staff. Examples of this level’s instruction’s topics include but are not limited to: specialized anti-terrorism knowledge, global incident hands on experience, PhD level nuclear, physics and or avionics materials, etc. Also included here are Six Sigma Black Belt trainers for process training.

Education/Experience Required: Bachelor’s Degree and eight (8) years experience in the specified course subject matter, including two (2) years of training experience (which may be concurrent).

T202 Instructor – Level 3

Manages and/or develops training courses, in most but not all cases considered to be Graduate level or scientific, highly technical or for which expert knowledge of the subject matter and or audience is required. May prepare appropriate training catalog and or develop instructor materials to include course outline, background materials, and training aids. May develop student materials to include course manuals, workbooks, handouts, completion certificates, and course critique forms. Trains personnel by conducting formal classroom courses, workshop, seminars, and/or computer based/computer aided training. Provides daily supervision and direction to staff. Examples of this level’s instruction topics include but are not limited to: Engineering, Mathematics, Computer Science / Programming, Life Sciences (Chemistry, Biology, Biochemistry, Pharmacology, Medicine, etc.), Astronomy, Geology, etc. Also included here are Six Sigma trainers for process training.

Education/Experience Required: Bachelor’s Degree and six (6) years experience in the specified subject matter, including one (1) year of training experience (which may be concurrent).

T203 Instructor – Level 2

Manages and/or develops training courses considered to be related to general sciences subjects such as but not limited to: social sciences /political science, social studies, computer programming, economics, enhanced performance training, etc. May prepare appropriate training catalog and or develop instructor materials to include course outline, background material, and training aids. May develops student materials to include course manuals, workbooks, handouts, completion certificates, and course critique forms. Trains personnel by conducting formal classroom courses, workshop, seminars, and/or computer based/computer aided training. Provides daily supervision and direction to staff. Examples of general sciences subject matter include but are not limited to: Macro and Micro Economics, Monetary Policies, Political Science, Computer Science, Social Sciences, Psychology, Sports Psychology, Leadership, Philosophy, Sociology, Religion, etc.

Education/Experience Required: Bachelor’s Degree and four (4) years experience in the specified subject matter, and one (1) years of educational related training coursework or experience (which may be concurrent).

T204 Instructor – Level 1

Manages and/or develops training courses considered to be general education level subject matter such as non-science / cultural subject matter including training in foreign languages. May prepare appropriate training catalogs and or develop instructor materials to include course outline, background material, and training aids. May develop student materials to include course manuals, workbooks, handouts, completion certificates, and course critique forms. Trains personnel by conducting formal classroom courses, workshop, seminars, and/or computer based/computer aided training. Provides daily supervision and direction to staff. Examples of this level's instruction topics are general non-science / cultural subject matter to include but not limited to: Culture, Leadership, Psychology, Sports Psychology, Performance Enhancement, Art, English, History, Geography, Customs, Foreign Languages, etc.

Education/Experience Required: Bachelor's Degree and two (2) years of direct experience in the specified subject matter, and one (1) year educational related training coursework or experience (which may be concurrent).

T205 Instructor – World Class Expert (per delivered course hour)

Manages and/or develops training courses considered to be Graduate level or highly specialized or highly complex or for which a "world renowned expert" or similar credentialed person is required. Included in this rate is the preparation and or enhancement of instructor materials to include course outline, background materials, and training aids. Also included is any post course / lecture follow-up and or interaction with students as well as travel time (not expense) to / from instructor location to classroom location. May require extensive travel time, expert knowledge or premium to deliver course / lecture at appointed time and or location. Note: Printed materials not included.

Education/Experience Required: Bachelor's Degree and eight (8) years experience in the specified course subject matter, including two (2) years of training experience (which may be concurrent).

T206 Instructor – Principal Expert (per delivered course hour)

Manages and/or develops training courses, in most but not all cases considered to be Graduate level or scientific, highly technical or for which expert knowledge of the subject matter and or audience is required. Included in this rate is the preparation and or enhancement of instructor materials to include course outline, background materials, and training aids. Also included is any post course / lecture follow-up and or interaction with students as well as travel time (not expense) to / from instructor location to classroom location. May require average travel time, expert knowledge or premium to deliver course /lecture at appointed time and or location. Note: Printed materials not included.

Education/Experience Required: Bachelor's Degree and six (6) years experience in the specified subject matter, including one (1) year of training experience (which may be concurrent).

T207 Instructor – Subject Matter Expert (per delivered course hour)

Manages and/or develops training courses considered to be related to general sciences subjects such as but not limited to: social sciences /political science, social studies, computer programming, economics, enhanced performance training, etc. Included in this rate is the preparation and or enhancement of instructor materials to include course outline, background materials, and training aids. Also included is any post course / lecture follow-up and or interaction with students as well as travel time (not expense) to / from instructor location to classroom location. Note: Printed materials not included.

Education/Experience Required: Bachelor's Degree and four (4) years experience in the specified subject matter, and one (1) years of educational related training coursework or experience (which may be concurrent).

T208 Educational Researcher, Senior

Directs, manages, identifies and participates in training projects that require research activities through the demonstration of one or more specialized skills. Supports training content development by exhibiting creativity and independent thinking along with a proven understanding of fundamental research and scientific principles as relates to training and education courses. Participates in the preparation of scientific articles, reports, research proposals, and documentation of methods and procedures that will form the basis of training materials and curricula.

Education/Experience Required: Bachelor's Degree and three (3) years of experience.

T209 Educational Researcher, Intermediate

With some supervision to achieve assigned objectives, identifies and participates in training projects that require research activities through the demonstration of one or more specialized skills. Supports training content development by exhibiting creativity and independent thinking along with a proven understanding of fundamental research and scientific principles as relates to training and education courses. Participates in the preparation of scientific articles, reports, research proposals, and documentation of methods and procedures that will form the basis of training materials and curricula.

Education/Experience Required: Bachelor's Degree and one (1) year of experience.

T210 Educational Researcher, Junior

With supervision to achieve assigned objectives, identifies and participates in training projects that require research activities through the demonstration of one or more specialized skills. Supports training content development by exhibiting creativity and independent thinking along with a proven understanding of fundamental research and scientific principles as relates to training and education courses. Participates in the preparation of scientific articles, reports, research proposals, and documentation of methods and procedures that will form the basis of training materials and curricula.

Education/Experience Required: Bachelor's Degree

T211 Training Specialist, Senior

Conducts the research necessary to develop and revise training courses and prepares appropriate training catalogs. Develops instructor materials such as course outline, background materials, and training aids. Develops student materials to include course manuals, workbooks, handouts, completion certificates, and course critique forms. May support the training of personnel by conducting some portions of classroom courses, workshop, seminars, and/or computer based/computer aided training.

Education/Experience Required: Bachelor's Degree and six (6) years experience.

T212 Training Specialist, Intermediate

Conducts the research necessary to develop and revise training courses for specified requirements. Prepares instructor materials such as course outline, background materials, and training aids. Prepares student materials to include course manuals, workbooks, handouts, completion certificates, and course critique forms.

Education/Experience Required: Bachelor's Degree and four (4) years experience.

T213 Training Specialist, Junior

Supports the research, edit and or reproduction necessary to develop and revise training courses. Assists to revise courses and prepare appropriate training catalogs. Assists to prepare instructor materials such as course outline, background material, and training aids. Supports development of student materials to include course manuals, workbooks, handouts, completion certificates, and course critique forms.

Education/Experience Required: Bachelor's Degree and 2 years experience.

T214 Instructional Program Manager

Responsible for all aspects of the development and implementation of assigned projects and provides a single point of contact for those projects. Takes projects from original concept through final implementation. Interfaces with all areas affected including students, educational sponsors, computer services, etc. Defines project scope and objectives. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for tracking and analysis. Ensures adherence to quality standards and reviews project deliverables.

Education/Experience Required: Bachelor's Degree and six (4) years in educational experience, (2) of which is in managing educational projects is required.

T215 Educational Facility Manager

Responsible for all aspects of the development and or operation & maintenance of educational facilities. Oversees operational scheduling, staffing, and educational projects taking place in the facility as well as new course additions and or enhancements. Advises customers and other staff across multiple projects for how the facility can support their needs. Interfaces with technical staff to develop needed on line /web based capabilities within the facility. Interfaces with graphics, writers and other support / admin staff to ensure printed or on line course materials are available within the facility. Assesses the performance of the facility to support customers and makes recommendations for any required changes, enhancements to support upcoming or anticipated workload.

Education/Experience Required: Bachelor's Degree and six (6) years educational or educational systems / technology experience, (4) of which is in management of education projects, is required.

T216 Training Subject Matter Expert, Principal

Provides very high-level subject matter expertise for development of training content and curricula. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and implementation advice on complex problems which require graduate level knowledge of the subject matter for effective translation and import into training courses. Participates as needed in all phases of training course development. Applies principles, methods, and knowledge of specific functional areas of expertise to specific training task requirements. Provides advice on esoteric problems which require extensive knowledge of the subject matter for training projects.

Education/Experience Required: Master's Degree, and four (4) years of experience.

T217 Training Subject Matter Expert, Senior

Provides high-level subject matter expertise for development of training content and curricula. Provides technical knowledge and analysis of specialized applications and operational environment, systems analysis, design, integration, documentation, training, and implementation advice on problems which require college level knowledge of the subject matter for effective translation and import into training courses. Participates as needed in all phases of training course development. Applies principles,

methods, and knowledge of specific functional areas of expertise to specific training task requirements. Provides advice on problems which require extensive knowledge of the subject matter for training projects.

Education/Experience Required: Bachelor's Degree and four (4) years of experience.

T218 Training Subject Matter Expert, Intermediate

Provides subject matter expertise for development of training content and curricula. Provides knowledge and analysis of applications and operational environment, systems analysis, design, integration, documentation, training, and implementation advice on problems which require knowledge of the subject matter for effective translation and import into training courses. Participates as needed in all phases of training course development. Applies principles, methods, and knowledge of specific functional areas of expertise to specific training task requirements. Provides advice on problems which require knowledge of the subject matter for training projects.

Education/Experience Required: Bachelor's Degree, in the subject field required in the task, and two (2) years experience.

T219 Technical Writer, Senior

Independently develops, customizes, writes, and edits training related material for reports, manuals, briefs, proposals, instruction books, catalogs, and related administrative publications. Interviews production and other personnel to obtain content and background; reads journals, reports and other material to become familiar with training product technologies and production methods. Reviews manufacturer's and trade catalogs, drawings and other data relative to operation and enhancement of equipment for input to training documents / courses. Organizes material and completes writing assignments with regard to order, clarity, conciseness, style, and terminology. May supervise other writers assigned to the project to develop final product.

Education/Experience Required: Bachelor's degree and four (4) years of technical writing and or editing experience.

T220 Technical Writer, Intermediate

Under some supervision, develops, customizes, writes, and edits training related material for reports, manuals, briefs, proposals, instruction books, catalogs, and related administrative publications. May interview production and other personnel for content; reads journals, reports and other material to become familiar with training product technologies and production methods. Reviews manufacturer's and trade catalogs, drawings and other data relative to operation and enhancement of equipment for input to training documents / courses. Organizes material and completes writing assignments with regard to order, clarity, conciseness, style, and terminology.

Education/Experience Required: Bachelor's degree and two (2) years of technical writing and editing experience.

T221 Technical Writer, Junior

Under supervision, supports documentation requirements for education/training projects to include writing and editing tasks for training course manuals and other related materials. May translate interview notes into training text; may synthesize data inputs from research papers, journals, reports, etc. into training course materials. Organizes material and completes writing assignments with regard to order, clarity, conciseness, style, and terminology.

Education/Experience Required: Bachelor's degree and one (1) year of technical writing and editing experience.

T222 Training Applications Analyst, Sr.

In support of training projects, oversees and / or supports development, customization and or enhancement of training applications to include programming to transfer or translate educational content on line for internet /web based functionality. May oversee efforts of other analysts or technicians to produce integrated solution for educators and students. May assess and or troubleshoot technical issues for such applications and recommend / implement fixes. Works independently or in conjunction with Project Managers, other senior project technical staff and customers. Must be able to communicate effectively with others.

Education/Experience Required: Bachelor's Degree in computer / related field and four (4) years experience.

T223 Training Applications Analyst, Junior

In support of training projects, supports development, customization and or enhancement of training applications to include programming to transfer or translate educational content on line for internet /web based functionality. May assess and or troubleshoot technical issues for such applications and recommend / implement fixes.

Education/Experience Required: Bachelor's Degree in computer / related field and one (1) year experience.

T224 Public Affairs Assistant, Senior

Provides support to education projects including interfacing with educators, instructors, students, faculty and alumni to further education and training goals. May supervise other support staff and /or act in public affairs capacity. Develops schedules, status reports, manages course signups, interfacing with public and press. May act as a staff assistant, preparing and presenting reports. Has through knowledge of policies, procedures, and management goals of the educational institution. May supervise other office support staff.

Education/Experience Required: HS diploma and four (4) years public affairs / management support experience in an education / training environment.

T225 Public Affairs Assistant, Junior

Supports education / training projects including interfacing with students, instructors, subject matter experts, and other personnel to coordinate meetings, production of training materials, curricula, student lists, course and test scores, course and test schedules, etc. Provides telephone support to answer questions and resolve issues from educators, students, support staff, etc. maintain logs, records and files, provides end-user support, and performs general support duties. May assist in budgetary, billing, and financial management for course development and delivery. Must be able to communicate orally and in writing with all levels of an organization when required.

Education/Experience Required: HS diploma and two (2) years public affairs experience in education / training environment.

T226 Database Analyst

In support of training projects and products, under general supervision, designs, implements and maintains moderately complex databases. Maintains database dictionaries and integration of systems through database design. Competent to support most phases of database administration.

Education/Experience Required: Associate's Degree and two (2) years database development and or maintenance experience.

T227 Web Designer, Senior

In support of training projects and products, designs and builds web pages using a variety of graphics software applications, techniques and tools. Designs and develops user interface features, site animation and special-effects elements. Contributes to the design group's efforts to enhance the look and feel of the organization's on-line offerings. Designs the website to communicate the organization's training strategies and goals.

Education/Experience Required: Bachelor's degree in Computer Science or a related degree, and two (2) years of web development / design experience.

T228 Web Designer, Junior

In support of training projects and products, designs and builds web pages using a variety of graphics software applications, techniques and tools. Designs and develops user interface features, site animation and special-effects elements. Contributes to the design group's efforts to enhance the look and feel of the organization's on-line offerings. Designs the website to communicate the organization's training strategies and goals.

Education/Experience Required: HS diploma and one (1) year experience in web design and web development software.

T229 Training Technician

In support of training projects, provides expert electronics /video / audio / connectivity advice and tasks. Assists in setting up, operating and deconstructing electronic classroom / training apparatus. Maintains equipment in good working order.

Education/Experience Required: HS diploma and two (2) years of technical equipment and software / network/systems experience.

T230 Graphics Illustrator

In support of training projects and products, creates publication cover designs, hand drawn and computer-generated illustrations, graphics including tables, charts, logos and other artwork. Performs page layout for educational documents such as course materials/ training materials. Produces camera-ready copy in hard copy and/or electronic format for printing.

Education/Experience Required: High school diploma and a minimum of two (2) years experience in office administration and developing graphic/artistic presentations for publications and documents. Knowledge of graphic arts software packages.

Education Equivalency

For all the above positions, the requirement for a degree may be substituted by experience in the following amounts:

- Associate's Degree - may be substituted for with 2 additional years of experience if have HS diploma.
- Bachelor's Degree - may be substituted for with 4 additional years of experience related to task or 2 years and Associate's Degree.
- Master's Degree - may be substituted for with 6 additional years of experience related to task if no degree in place; 4 years if Associate's Degree in place; 2 additional years of experience related to task if Bachelor's degree is in place.
- Ph.D - may be substituted for with 8 additional years experience related to task if no degree in place; 6 additional years if Associates Degree in place; 4 years if Bachelor's Degree in place; 2 additional years if Master's Degree is in place;

Also, experience requirements may be substituted for with advanced degree beyond degree requirements as follows:

- Having a Ph. D is equivalent to having 2 years total experience beyond Master's Degree
- Having a Master's Degree is equivalent to 2 years total experience beyond Bachelor's Degree
- Having a Bachelor's Degree is equivalent to 4 years total experience beyond HS Diploma or 2 years beyond Associate's Degree
- Having an Associate's Degree is equivalent to 2 years experience beyond HS Diploma

4. COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

Digital Consulting Services (DCS) provides commercial products and services to government ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact **Garry Noel at (805) 498-9344, e-mail gnoel@webdcs.com, or by fax (805) 498-6827.**